



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street  
San Francisco, CA 94105-3901

Louis J. Manuel, Jr.  
Chairman  
Ak-Chin Indian Community  
42507 West Peters & Nall Road  
Maricopa, Arizona 85239

APR 21 2015

The U.S. Environmental Protection Agency Region 9 is pleased to announce the availability of financial assistance as follows:

APPLICATION DUE DATE: MAY 26 2015

TYPE: AMENDMENT to current grant #BG 99T14715-1

PROGRAM TITLE: Performance Partnership Grant (PPG)

STATUTORY AUTHORITY: Appropriation Act of 1996 (PL-104-134)

CATALOG OF FEDERAL  
DOMESTIC ASSISTANCE NO.: 66.605  
(A complete single application and final work plan must be submitted using grants.gov.)

DELEGATION OF AUTHORITY: 1-101 Performance Partnership Grants

FEDERAL FUNDS AVAILABLE and  
REQUIRED NON-FEDERAL MATCH:

PROGRAM (Sample)	Federal Amount Available	Required Match* (*Based on Total Project Cost)	TOTAL
CWA-106 (Water Pollution Control)	\$94,500	\$ 4,974	\$99,474
CWA-319 (Non-point Source) - BASE - COMPETITIVE	\$30,000	\$ 1,579	\$31,579
General Assistance Program (GAP) - CORE - SUPPLEMENTAL - Approved	\$92,700 \$17,573 (Salary Increase, Tribal Lands Forum and Earthday Supplies)	0%	\$110,273
TOTAL:	\$234,773	\$6,553	\$241,326

A complete single application with one work plan and budget reflecting the attached comments must be submitted by the due date indicated. In completing your application, enter the Catalog of Federal Assistance Number (CFDA) for PPGs – 66.605 – in box #11 on SF-424A application form, not the CFDA for any of the individual grant programs going into the PPG.

Effective **February 17, 2015**, EPA grant applicants must use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on grants.gov now. Also, your organization's registration in SAM.gov must be active to utilize Grants.gov. If it appears that the grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 on grants.gov instructions and Attachment 3 on Region 9 Guidance Information for Applicants (or go to <http://www.epa.gov/region9/funding/information.html>) for additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

Since there may have been changes to various EPA assistance regulations, please remember to obtain a copy of the Code of Federal Regulations, Title 40, Parts 1-49. This CFR is updated every July 1 and includes the Chapter I, Subchapter B, which are regulations applicable to your cooperative agreement. The CFR is available through the internet at the following address: <http://www.epa.gov/region09/funding/before.html>.

Questions regarding the application or administrative/fiscal matters should be referred to Linda Struna, of the EPA Region 9 Grants Management Office, at (415) 972-3723 or [struna.linda@epa.gov](mailto:struna.linda@epa.gov) Please contact your Project Officer, Tim Grant at (415) 972-3783 or [grant.timothy@epa.gov](mailto:grant.timothy@epa.gov) regarding programmatic questions (e.g. development of final PPG work plan).

Sincerely,



Laura M. Ebbert  
Manager  
Tribal Section

Attachment (list appropriate enclosures)

1. Work plan comments
2. Grants.gov Instructions Guide
3. Region 9 Guidance information for Applicants

cc: Brenda Ball, Environmental Protections Director  
Lorinda Sam, Environmental Protection, Manager  
Nancy Sockabasin, Water, US EPA  
Marcy Katzin, Pesticides, US EPA

## **GAP 2015-2016 Work Plan Comments Ak-Chin Indian Community**

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in December 2014. Please ensure that these comments are addressed in your final GAP work plan.

The Agency requires that work plan components and commitments not duplicate prior efforts, but rather demonstrate clear progress over time or specify new focus areas.

### **General Definitions and References**

The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.

2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity

<http://www.epa.gov/region9/funding/pdfs/tribal-gap/r9-gap-guidance.pdf>

GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)

2015 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)

EPA Strategic Plan (<http://www2.epa.gov/planandbudget/strategicplan>)

Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.

Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The Greening Grants Policy includes an attachment which describes many useful green practices. The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>

### **Regarding Indirect Costs:**

For Fixed/Carry forward Tribal IDC rates:

EPA may allow IDC costs to be budgeted for grants when indirect costs rates have been approved within the preceding three fiscal years. When IDC rates are not current at the time of the grant award, a term and condition will be used to require the Tribe to notify EPA and refund any overfunded amounts. Please refer to CFR 2, Part 200, Section 200.414 for more information regarding indirect cost rates. This is a change from FY 13 and FY 14 IDC negotiations. Please work with your project officer when budgeting for a 10% IDC.

**Language on GAP work plan commitment to develop EPA/Tribal Environmental Plan (ETEP).**

The proposed FY2016 work plan includes a component to develop an ETEP. The Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia was finalized in May 2013. This document also contains the Guidebook for Building Tribal Environmental Program Capacity (Appendix I). Attached is an example work plan component for the development of an ETEP. Please ensure that your ETEP component minimally includes the information contained in this sample work plan component. For additional assistance, please contact your Project Officer.

**BUDGET COMMENTS**

The proposed GAP funding has been approved for \$92,700. An additional \$17,573 has been approved as a supplemental one time for the salary increase of \$13,473, supplemental of \$3,000 for purchasing of Earth Day Supplies and a supplemental of \$1,100 for Tribal Lands Forum.

Please make sure Earth Day items are as Green as possible. Please list the amount of t-shirts, cups, totes and bracelets the Tribe will purchase.

**WORK PLAN COMMENTS**

Earth Day environmental education supplies listed in the supplies section of the budget could mean the purchase of promotional items. If promotional items are to be purchased, please list what types will be purchased, the quantity and the cost.

Joint Evaluation: Portions of a Joint Evaluation process are missing. Please see Attachment F from the notification to ensure that the work plan contains a process in which EPA and the Tribe together evaluate the successes of the Tribe under GAP. The attachment can be found at:

<http://www.epa.gov/region9/funding/pdfs/tribal-gap/2013AttachF-GenAssistProgProgrsRptg.pdf>

***Solid Waste Management Planning:*** The Region 9 GAP solicitation specifies that the development of an Integrated Solid Waste Management Plan (ISWMP) should be one of the first steps taken in program development. Our records show that the Tribe does not have an ISWMP, a crucial component to a healthy program. Prior to undertaking, or concurrent with activities proposed in this work plan, the Tribe should develop an ISWMP. If an ISWMP will be developed under this grant, deliverables must include a copy of the final document signed or approved by the Tribal Council. A critical first step in the creation of a sustainable waste management program is the development of an ISWMP, which helps identify and organize waste management priorities for the Tribe. An ISWMP will also assist in determining the size and structure of a solid waste management program, as well as equipment and facility needs. The Region 9 Tribal Solid Waste Team is available to provide technical assistance and a comprehensive review during development of the ISWMP. The Team also has helpful ISWMP templates available by request and examples available online. It is strongly recommended that the Tribe submit a draft ISWMP to the Tribal Solid Waste Team for review and comment at least 2 months before final approval. During this review, the Tribal Solid Waste Team can work with the Tribe in developing an ISWMP that meets the Tribe's needs.

Throughout the work plan, include the indicators in the measures section only.

Throughout the work plan, include "Will submit to EPA" in the outputs/deliverables section where appropriate.

**Component 1**

Please include the “Joint Evaluation Process” as part of the work plan.

**Commitment 1.5**

In the outputs/deliverables section, please remove “any other procedures as requested/needed,” as GAP cannot pay for deliverables that are unforeseen or not GAP eligible.

**Commitment 3.1**

In the outputs/deliverable section, please include as deliverables “meeting notes with all those in attendance and an agenda.”

**Commitment 5.2**

In the description section, please include what type of permits the tribe will track.

**Commitment 5.5**

In the outputs/deliverables section, please include “agendas and meeting notes.”

## Component Cost and Work Years Guidance

Applications must include estimated component cost and associated work years. At present, Tribes are providing estimated costs that do not, when added together, equal the total budget request and budgeted FTE supplied with the work plan.

Suggested instructions for Tribes:

Estimated Component Costs should, when added together, equal the total budgeted amount. Two suggested ways to arrive at numbers that are equal:

Evaluate the relative *percentage* of financial resources each work plan task will take, each task being some percentage of 100; multiply that percentage by the total budgeted cost to get the estimated cost per component.

	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	45%	30%	100%
Cost:	\$ 29,319	\$ 52,774	\$ 35,183	\$ 117,275

Alternately, as an addendum to calculation of the Total Program Budget, add columns wherein the contribution of each component to the total budget is calculated, and total component budgets across budget categories, applying indirect costs if applicable, personnel costs, and fringe. This "estimate" leans more toward accurate budget numbers.

Category	TOTAL	Component 1	Component 2	Component 3
(FTE)	1.5	0.375	0.6	0.525
Personnel	\$ 55,000	\$ 13,750	\$ 22,000	\$ 19,250
Fringe	\$ 18,150	4,537.50	7,260.00	6,352.50
Supplies	\$ 5,000	500	4100	400
Travel	\$ 5,000	4200	800	0
Equipment	\$ -	0	0	0
Contractual	\$ 15,000	4000	8000	3000
Subtotal	\$ 98,150	\$ 26,988	\$ 42,160	\$ 29,003
Base for Indirect	\$ 83,150	\$ 22,988	\$ 34,160	\$ 26,003
Indirect	\$ 19,125	\$ 5,287	\$ 7,857	\$ 5,981
Total	\$117,275	\$ 32,275	\$ 50,017	\$ 34,983

Estimated Component work years should, when added together, equal the total budgeted FTE for the program. One work year is equal to 2,080 personnel hours. A work year is also known as a full time equivalent (FTE), since it is based on a full time job; 40 hours per week \* 52 weeks per year = 2,080 hours per year.

Two suggested ways to arrive at numbers that are equal:

Evaluate the relative *percentage* of staffing resources each work plan component will require, each component being some percentage of 100; multiply the percentage for each component by the total requested FTE to arrive at the estimated FTE per component.

staffing	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	40%	35%	100%
Cost:	0.38	0.60	0.53	1.50

Alternately, when calculating the budget in the detailed manner for the Estimated Component Cost, take the FTE applied to each component and use that value to represent the estimated component FTE.



## For Tribes Developing an 2016 ETEP

Enclosed is the ETEP work plan component template. If you have developed a recent environmental inventory, please inform your Project Officer and delete that commitment from the component. If you have questions about the other commitments, please contact your Project Officer.

The ETEP requirements are outlined in the National GAP Guidance on pages 13-19 of 22. Below is information about the Tribal Environmental Plan that will be part of the ETEP.

### Tribal Environmental Plan

The GAP Guidance states the following about the content of the TEP:

Tribal governments should include environmental program priorities for their community in this section of the ETEP. For each priority, the following detail should be included: (1) short description of the priority; (2) the tribe's long-term environmental program development goals that help to address or support the priority; (3) intermediate program development milestones the tribal government would like to meet during the time period of the ETEP; (4) the tribe's plans to manage authorized environmental programs; and (5) any type of assistance (training, technical assistance, EPA direct implementation actions, financial, etc.) that may be needed. This information should be discussed between the tribe and EPA regional office staff to identify any connections between the tribe's priorities and the implementation of the federal environmental programs, and to identify potential EPA assistance that could be provided to help the tribe accomplish the proposed actions.

EPA recognizes that the Tribal Environmental Plan is a tribal document that represents the issues of importance to the Tribe; the TEP can cover a range of issues including environmental impacts that may occur off the reservation, but impact the tribe or Tribal interests.

The TEP will help guide EPA and Tribal work in the future. As the GAP Guidance states, future approvable GAP work plans will be based on the contents of the TEP. Please include an appendix section where the tribal priorities each have a program indicator from the GAP Guidance and Guidebook.

## EPA-Tribal Environmental Plan (ETEP) Component & Commitment Template

### Component 1: EPA-Tribal Environmental Plan

<b>Description</b>	Developing (or updating) a joint environmental protection plan that identifies long-range environmental capacity development and program implementation goals that are consistent with the GAP capacity indicators and EPA program authorities.
<b>Long-Term Outcome</b>	Achievement of numerous goals and objectives that will be outlined in the ETEP.
<b>Measures</b>	B.5.1, B.2.5
<b>Intermediate Outcomes</b>	Development of a plan that articulates Tribal goals and objectives, and EPA assistance.
<b>Estimated Component Cost</b>	
<b>Estimated Work Year (FTE)</b>	
<b>EPA Program Coding</b>	

**Commitment 1.1**

<b>Description</b>	Develop (or update) a Tribal Environmental Plan (TEP) based on information identified in the baseline needs assessment. The document will describe where the tribe is headed and where the tribe has been. Where applicable, the Guidebook indicators will be reviewed and incorporated into the TEP to chart a path for the Tribe under GAP for the next four years. The draft TEP will be distributed to Council and EPA for comment and feedback. EPA will help tribes engage with relevant media contacts for specific media areas, as warranted.
<b>Estimated Cost</b>	
<b>End Date</b>	12/31/2015
<b>Positions</b>	
<b>Outputs and Deliverables</b>	A copy of the draft TEP with Council and EPA comments will be submitted to EPA. Tribe will also submit zip codes to Project Officer on or before 12/31/2015.

**Commitment 1.2**

<b>Description</b>	Seek Council approval for final TEP.
<b>Estimated Cost</b>	
<b>End Date</b>	3/30/16
<b>Positions</b>	
<b>Outputs and Deliverables</b>	A copy of the final TEP and Council approval resolution will be submitted to EPA.

**Commitment 1.3**

<b>Description</b>	Receive from EPA an articulated list of roles and responsibilities (aka Areas of Involvement) to be included in the final Joint EPA Tribal Environmental Plan (Etep). Proposed EPA roles and responsibilities will focus on assistance that falls under the purview of EPA authorities or within the Agency's technical capabilities. The Environmental Office will distribute the document to the Council and request their review and feedback.
<b>Estimated Cost</b>	
<b>End Date</b>	1/30/16
<b>Positions</b>	
<b>Outputs and Deliverables</b>	A summary of when comments were provided to EPA regarding the Agency's areas of involvement will be provided in quarterly reports.

**Commitment 1.4**

<b>Description</b>	EPA will provide a list of regulated facilities to be reviewed by the Tribe and included in the final Etep.
<b>Estimated Cost</b>	
<b>End Date</b>	1/30/16
<b>Positions</b>	
<b>Outputs and Deliverables</b>	A summary of when comments were provided to EPA regarding the Agency's areas of involvement will be provided in quarterly reports.



**Commitment 1.5**

<b>Description</b>	The Tribe and EPA will collaborate on a cover memo to be signed by both parties that identifies areas where EPA's and the Tribe's goals align – areas where we will be working together to accomplish mutual interests.
<b>Estimated Cost</b>	
<b>End Date</b>	9/30/2016
<b>Positions</b>	
<b>Outputs and Deliverables</b>	The Tribe and EPA will have a signed cover memo for the ETEP.

**Commitment 1.6**

<b>Description</b>	The final ETEP will be an assembled based on information completed in Commitments 1.1 – 1.5 or a narrative document that incorporates the contents of items 1-5 into a cohesive text.
<b>Estimated Cost</b>	
<b>End Date</b>	9/30/2016
<b>Positions</b>	
<b>Outputs and Deliverables</b>	Either the assembled four-section document or narrative document will be on file with EPA.

**Clean Water Act, 106 & 319**

Applications should be submitted by Friday, May 8, 2015 via grants.gov. Please see the attached instructions and guidance for submitting applications via grants.gov. Additional information and a Region 9 Application Checklist are available at: <http://www.epa.gov/region9/funding/applying.html>. The Checklist provides information on the documents required for a complete application. Please also send a copy of your application to me at [sockabasin.nancy@epa.gov](mailto:sockabasin.nancy@epa.gov).

I would like to request that you also make the following edits to your work plan and/or budget:

- If you still wish to apply for a PPG, you can submit one application for the CWA 106 and 319 grants at this time. The match amounts for each grant would then be 5%. Please be sure to specify with which budget category the match will be associated. For your CWA 319 program that will significantly change the amount of money available for the program, so please be aware of that and revise your workplan accordingly.

Additionally, I am providing some information on two policies that EPA is now implementing:

**Laboratory Competency Policy**

EPA now requires that grantees attest to the competency of the laboratories they hire. This requirement is part of EPA's new Laboratory Competency Policy <http://www.epa.gov/fem/pdfs/competency-policy-aaia-new.pdf>.



## EPA Region 9 - Grants.gov Instructions Guide

( March 2015 )

*Applications for Federal assistance must be submitted through Grants.gov.*

**Register with Grants.gov!** In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete the registration process. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find more information about registering at:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>

To Access and Download Grant Application Package go to:

<http://www.grants.gov/web/grants/applicants/download-application-package.html>

### 1. Funding Opportunity Number (FON).

- A. Competitive Programs: Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- B. Non-Competitive Discretionary Programs: Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- C. Continuing Environmental Programs (CEPs): The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are **EPA-CEP-01** and **EPA-CEP-02**. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

CFDA Number:	<input type="text"/>	(#
→ Funding Opportunity Number:	<input type="text"/>	(C
Funding Opportunity Competition ID:	<input type="text"/>	(C

### 2. Download the package associated with CFDA 66.XXX.

- ### 3. Complete the Grant Application Package.
- Attach the forms and information required by your particular program. **Contact your EPA POC if you have questions about which forms and materials you must submit for your program.**

**4. Submit your application.** Go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.

**5. Confirm with your EPA POC** that EPA has received your application package. *If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.*

**For FAQs, User Guides, Checklists, Training and Technical Support,** visit the Grants.gov Applicant Resource page at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>

**Technical Questions or Issues?** Please call (1-800-518-4726) or email ([support@grants.gov](mailto:support@grants.gov)) the Grants.gov Contact Center (<http://www.grants.gov/web/grants/about/contact-us.html>). Help is available 24 hours a day, 7 days a week.

## **Grants.gov Instructions Guide**

**Continuing Environmental Programs (CEPs)  
(EPA Mandatory Grant Programs)**

### **ATTACHMENT**

## ATTACHMENT

### Region 9 Guidance Information for Applicants

<http://www.epa.gov/region9/funding/information.html>

- Omni-Circular under **2 CFR 200** & EPA Regulations under **2 CFR 1500**:

EPA has officially adopted the OMB Omni-Circular effective **December 26, 2014**. Specifically, in a **joint interim final rule** published in the Federal Register on December 19, 2014 (see 79 Fed. Reg. 76050-76063), EPA adopted the Omni-Circular. This includes adoption of Omni-Circular requirements located at **2 CFR 200** along with EPA-specific provisions mandated by statute, regulation or agency policy now codified under **2 CFR 1500**. OMB's website at <https://cfo.gov/cofar/> is the location for resources regarding the Omni-Circular, including **OMB's Frequently Asked Questions (FAQ)**.

Federal Register: <http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf> 2 CFR 200:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4467ef7edf6418328185fed45270f1f&node=pt2.1.200&rgn=div5> 2

CFR 1500:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ac772c78043ca73b46f5d168dd3f038f&tpl=/ecfrbrowse/Title02/2chapterXV.tpl>

OMB's FAQ: <https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf>

- **Interim Financial Assistance Conflict of Interest Policy:**

In accordance with the Omni-Circular's Conflict of Interest disclosure requirements under **2 CFR 200.112**, EPA issued the **Interim Financial Assistance Conflict of Interest Policy**.

Requirements include applicants providing a prominently titled conflict of interest disclosure statement attached to the SF 424, if applicable. This policy applies to all individuals and nonfederal entities requesting and receiving EPA financial assistance on or after **December 26, 2014**. (Note: A standard EPA form is not currently available for the COI disclosure requirement since this is an interim policy.)

Interim Policy:

[http://www.epa.gov/ogd/epa\\_interim\\_financial\\_assistance\\_coi\\_policy.htm](http://www.epa.gov/ogd/epa_interim_financial_assistance_coi_policy.htm)

- **Submission of Grant Applications via Grants.gov:**

Effective **February 17, 2015**, EPA grant applicants must use **Grants.gov** to submit their applications. It is highly recommended that EPA applicants complete their registration on Grants.gov now, since the entire process can take up to 30 days to complete. Information located at **Submitting an Application to Grants.gov Apply** and **Applicant Resources** for Grants.gov will help you get started. Applicants are also encouraged to view a previously recorded **EPA Information Webinar** session/ presentation regarding Grants.gov or register for an available session.

Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or [Support@grants.gov](mailto:Support@grants.gov). For International callers, call (606) 545-5035 to speak with a Grants.gov Contact Center representative. Also, the **Region 9 Application Checklist** will help ensure your EPA application submitted through Grants.gov is complete.

Guide on Submitting an Application to Grants.gov:

<http://www.epa.gov/ogd/guide/submitting.htm>

Grants.gov Application Resources:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html> EPA Information

Sessions/Webinars:

[http://www.epa.gov/ogd/training/grants\\_gov\\_information\\_sessions\\_for\\_applicants.htm](http://www.epa.gov/ogd/training/grants_gov_information_sessions_for_applicants.htm)

Region 9 Application Checklist: <http://www.epa.gov/region09/funding/pdfs/grantsgov/r9-application-checklist-grantsgov.pdf>

- **Bundling of Grant Application Certifications (for States & Tribes):**

State and Tribal applicants are highly encouraged to submit annually a single set ("bundling") of application certification forms with a cover letter. The letter must indicate the applicable timeframe (usually a federal or state fiscal year) of the certifications for all EPA grant applications received by Region 9 Grants Management Office (GMO) within that period. GMO accepts Adobe format (.pdf) of the letter with applicable signed certification(s) through the electronic mail box:

[grantsregion9@epa.gov](mailto:grantsregion9@epa.gov). Please note that updated forms must be submitted when changes to the responses are required. The following certifications can be bundled:

- ❖ [Standard Form \(SF\) 424B, Assurances for Non-Construction Programs](#)
- ❖ [EPA Form 6600-06, Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements](#) ❖ [EPA Form 4700-4, Preaward Compliance Review Report for All Applicants Requesting EPA Financial Assistance](#)

Applicants are highly encouraged to use bundling of their certifications if multiple EPA applications are submitted annually. Bundling can be especially helpful as EPA is transitioning to Grants.gov. Please contact your EPA Grants Specialist for questions regarding bundling.

EPA Application Forms:

<http://www.epa.gov/ogd/forms/forms.htm>

- **Changes to the Minority & Women Business Enterprise (M/WBE) Utilization Reporting Requirement:**

The EPA issued a revised class deviation from [40 CFR 33.502](#) on **December 4, 2014**, which supersedes the M/WBE reporting requirement specified in the recipient's Notice of Award. The EPA financial assistance recipients are now required to report annually when certain conditions are met to reach a threshold of \$150,000. Please review the current information from [EPA's Small Business Programs](#).

40 CFR 33:

[http://www.ecfr.gov/cgi-](http://www.ecfr.gov/cgi-bin/textidx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tp)

[bin/textidx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33\\_main\\_02.tp](http://www.ecfr.gov/cgi-bin/textidx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tp)

| EPA's Small Business Programs:

[http://www.epa.gov/osbp/dbe\\_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

- **Grants Management Training Materials for Tribal Organizations:**

The EPA's Office of Grants and Debarment (OGD) worked with the national Partnership for Environmental Technology Education (NPETE) to develop [training materials for Tribal](#)



**organizations.** While OGD is no longer able to offer in-person trainings, the training materials, including the training manuals and webinar recordings, are available for download.

Recipient Training: [http://www.epa.gov/ogd/training/recipient\\_train.htm](http://www.epa.gov/ogd/training/recipient_train.htm)

